

Subject: Fwd: Special Event Permit for Parking Lot 735 at 5th and Mesa in San Pedro
From: Gianine Rizzi <grizzi@sanpedrobid.com>
Date: 07/31/2017 11:44 AM
To: "La Rue, Rick" <rick.larue@nfp.com>, Lorena Parker <lparker@sanpedrobid.com>

Hi Rick,

I left you a voice mail. Please advise next steps to bind our policy and upload to Track 4 LA. We need to get this done as soon as possible. City of LA is requesting it. Do you need us to provide a credit card? Please provide a credit card authorization form or invoice so we can get this processed.

Let us know if you need anything else from us.
Please reply all.

Thank you,
Gianine Rizzi

----- Forwarded message -----

From: **Gianine Rizzi** <grizzi@sanpedrobid.com>
Date: Mon, Jul 31, 2017 at 11:30 AM
Subject: Re: Special Event Permit for Parking Lot 735 at 5th and Mesa in San Pedro
To: Rauhman Lavergne <rauhman.lavergne@lacity.org>, Lorena Parker <lparker@sanpedrobid.com>

Hi Rauhman,

Let me follow up with our broker and get back to you. I am waiting on them.

Thanks,
Gianine

On Mon, Jul 31, 2017 at 10:41 AM, Rauhman Lavergne <rauhman.lavergne@lacity.org> wrote:

Good Morning Gianine,

Just wanted to follow up and check the status regarding obtaining the required insurance for your event on Lot #735.

Best,

Rauhman Lavergne
Management Assistant

Parking Facilities Division

Los Angeles Department of Transportation
[213.972.4906](tel:213.972.4906)

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On Tue, Jul 25, 2017 at 9:10 AM, Gianine Rizzi <grizzi@sanpedrobid.com> wrote:

Thank you Rauhman. We will submit to our insurance carrier to for review. I will let you know when we upload to track4la.

Best Regards,
Gianine

On Mon, Jul 24, 2017 at 10:08 AM, Rauhman Lavergne <rauhman.lavergne@lacity.org> wrote:

Good Morning Gianine,

Attached is our Required Insurance and Minimum Limits for your event. Please let us know when it is posted to track4la.lacity.org.

Best Regards,

Rauhman Lavergne

Management Assistant
Parking Facilities Division

Los Angeles Department of Transportation
[213.972.4906](tel:213.972.4906)

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On Tue, Jul 18, 2017 at 3:20 PM, Rauhman Lavergne <rauhman.lavergne@lacity.org> wrote:

Good Afternoon Gianine,

Just wanted to let you know I just spoke to our Risk Management team and they said they should have our insurance determination by this coming Friday. Thank you for being patient. Let us know if you have any questions.

Best Regards,

Rauhman Lavergne

Management Assistant
Parking Facilities Division

Los Angeles Department of Transportation
[213.972.4906](tel:213.972.4906)

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On Tue, Jul 11, 2017 at 9:58 AM, Gianine Rizzi
<grizzi@sanpedrobid.com> wrote:

Hi Rauhman,

Yes, Lorena Parker is my supervisor. I am taking over the process of securing the lot for the event. Sorry for any confusion. We are in the same office.

I will check back early next week if we have not heard back from you. We are on hold with our insurance quote until we receive your requirements.

Thanks so much.

All the best,
Gianine Rizzi
San Pedro Property Owners' Alliance

On Tue, Jul 11, 2017 at 9:26 AM, Rauhman Lavergne
<rauhman.lavergne@lacity.org> wrote:

Good Morning,

My pleasure.

Okay, great. I am not certain when we will have all the fees and insurance because once I make the contract, it will need to be reviewed by the Risk Management team. I am hoping to get all that to you within a week at least.

Also, we originally received this request from a Lorena Parker. I wanted to make sure that person is with your group and that I can delete that request and only focus on you being the main person to deal with regarding this event.

Thank you,

Rauhman Lavergne

Management Assistant
Parking Facilities Division

Los Angeles Department of Transportation
[213.972.4906](tel:213.972.4906)

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On Tue, Jul 11, 2017 at 9:15 AM, Gianine Rizzi
<grizzi@sanpedrobid.com> wrote:

Thank you Rauhman. I appreciate your response.
Please see my address below for your files.

Please note we have decided to not rent the bounce house.

Parking lot requested is Lot #735 - Mesa St. entrance between 5th and 6th in San Pedro. Physical address is 396 W. 6th St. San Pedro, CA 90731

Also please advise the time frame it will take to finalize permit fees and insurance requirements.

On Mon, Jul 10, 2017 at 3:19 PM, Rauhman Lavergne
<rauhman.lavergne@lacity.org> wrote:

Hello,

Okay, great. We will need time to create the full permit so that we can send it to our risk management team to determine how much insurance will need to be obtained by your organization to go forward with the event. At that time we will also be able to provide you the fees and the deposit amount.

Let me be sure I have all the information correct:

Name: Gianine Rizzi

Requestor: San Pedro Property Owners' Alliance
390 W. 7th St.
San Pedro, CA 90731

Phone: [310-832-2183](tel:310-832-2183)

Email: Grizzi@sanpedrobid.com

Event: CICLIVIA

Type of use: live music, refreshments, canopy, 10 - 15 tables and chairs, at least 2 food trucks, bounce house for kids.

I still need an address of yours to put on file as well.

Let me know if you have any questions as well.

Best Regards,

Rauhman Lavergne

Management Assistant
Parking Facilities Division

Los Angeles Department of Transportation
[213.972.4906](tel:213.972.4906)

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On Mon, Jul 10, 2017 at 11:24 AM, Gianine Rizzi

<grizzi@sanpedrobid.com> wrote:

Hi Rauhman,

Per the email you received from the Council Office from Sandra Ciaramitaro they have approved us to use the parking lot.

Yes, the request is from us to reserve the lot for the Ciclavia event. We are doing an event in-conjunction with the Ciclavia event.

Please advise what next steps are needed to secure the lot. Please advise what permit is needed to proceed and insurance required.

Thank you,
Gianine Rizzi
Event Coordinator
San Pedro Property Owners' Alliance

See email below from Sandra Ciaramitaro with Council District 15.

Good Afternoon Arnil

We are working with San Pedro BID on their event Sun 08/13/2017. They are requesting the use of LADOT lot 735 located on Mesa between 5th & 6th Streets in San Pedro CA. Can you please share the proper protocol for use of the lot. Let us know what you need on our end. I also have Gianine Rizzi with San Pedro BID here if you have further questions.

On Mon, Jul 10, 2017 at 11:10 AM, Rauhman Lavergne

<rauhman.lavergne@lacity.org> wrote:

Good Morning,

We have reached out to the Council Office and are waiting to hear back.

I wanted to double check something as well. We had

already received a request to use this parking lot on the same day for something called Ciclivia. Is this the same event that you are planning?

Thank you,

Rauhman Lavergne

Management Assistant
Parking Facilities Division

Los Angeles Department of Transportation
[213.972.4906](tel:213.972.4906)

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On Wed, Jul 5, 2017 at 10:29 AM, Arnil Aguilar
<arnil.aguilar@lacity.org> wrote:

Hi Gianine,

I referred your request to Rauhman Lavergne. He is handling the permit process for this event. He's off this week but will be able to respond to you upon his return.

Arnil "Arnel" Aguilar

Sr. Management Analyst
Parking Facilities Division

Los Angeles Department of Transportation
[213.972-4920](tel:213.972-4920)

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On Wed, Jul 5, 2017 at 10:04 AM, Gianine Rizzi
<grizzi@sanpedrobid.com> wrote:

Good Morning Arnil,

I was just following up to see if there was any new information regarding our request. Per the last email with Sandra Ciaramitaro from Council District 15 you were checking on the next steps for the process.

Please advise if you have any updates.

Thanks so much.

Best Regards,
Gianine Rizzi
Special Event Coordinator
San Pedro Property Owners Alliance

On Wed, Jun 28, 2017 at 1:07 PM, Sandra Ciaramitaro
<sandra.ciaramitaro@lacity.org> wrote:

Good Afternoon Arnil

We are working with San Pedro BID on their event Sun 08/13/2017. They are requesting the use of LADOT lot 735 located on Mesa between 5th & 6th Streets in San Pedro CA. Can you please share the proper protocol for use of the lot. Let us know what you need on our end. I also have Gianine Rizzi with San Pedro BID here if you have further questions.

Thank You

Sandra Ciaramitaro
Council Aide/Special Events
Office of Councilmember
Joe Buscaino
15th District
Phone: [310-732-4515](tel:310-732-4515)
Fax: [310-732-4500](tel:310-732-4500)

